



Natural Resources Conservation Service
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May 21, 2008

WEST VIRGINIA BULLETIN NO: WV330-8-4

SUBJECT: MGT – Process Improvement

Purpose: To update employees on process improvement proposals and revise submission procedures.

Expiration Date: This bulletin expires September 30, 2008

Earlier this month, I implemented a process improvement initiative that offers you an opportunity to play a key role in improving our organization. I am pleased to announce that several proposals have been received and are currently being evaluated by the management team. You will be kept informed as to the status of these through periodic bulletins.

I am also revising the submission guidelines to include two changes. First, process improvement proposals may be submitted continuously in lieu of the structured open periods outlined in the WV330-8-2 bulletin. Second, you are not required to submit proposals through your supervisory chain to a member of the management team. Instead, they may be sent directly via email or regular mail to Louis Aspey, Assistant State Conservationist – Operations. Please continue to use the enclosed template when submitting a proposal.

It is my hope these changes prove helpful, and I hope you will consider contributing to the process improvement initiative. Please contact Louis at (304) 284-7544 or louis.aspey@wv.usda.gov if you have questions concerning this bulletin.

/s/

KEVIN WICKEY
State Conservationist

Enclosure

DIST: E



Process Improvement Proposal

Subject area (i.e. administration, programs, operations, etc.):

Location (i.e. statewide):

What is the identified problem?

How will addressing the problem increase WV-NRCS efficiency?

Are you willing to serve on a team to study the problem and implement a solution?

Submitted by:

Date: